

~~SECRET~~EMERGENCIES
PROCEDURES

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Office of Personnel
ATTN : Benefits and Casualty Division
FROM : Comptroller

DATE:

SUBJECT: Liquidation of Travel Advances to Deceased Employees

1. In the final settlement of claims owed to or from deceased employees, this Office is prepared, where advances of official funds are outstanding, to assist in the preparation of a voucher based on whatever information is available. This will enable a prompt determination of the net amount outstanding.

2. Where a travel advance is involved, the general rule, applicable as well to CIA as to other Government agencies, is that the advance is a personal loan, the unaccounted for portion of which must be collected from the estate.

3. For operational advances a careful consideration of security factors may preclude an action to recover, but this is a matter for study in each individual case.

4. In all death cases where the existence of operational, travel, or other advances is a possibility this Office will appreciate early notice of the death, since this may necessitate field action to determine the exact status of the employee's advance account.



E. R. SAUNDERS

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